

Employee Performance Communication System (EPCS) FAQ's

- Q. What is the directive governing the EPCS process?
A. NPR 3430.1C
- Q. What employees are covered by this directive?
A. This is addressed in NPR 3430.1C Preface, P.1. "for all employees other than Senior Executive Service (SES), Senior Scientific and Technical (ST), and Senior Level (SL) employees. EPCS coverage includes employees serving under temporary, term, excepted (including NASA Excepted (NEX)), and Student Educational Employment Program appointments."
- Q. What forms are used for performance plans/evaluations?
A. NASA Form 1762 for supervisors and NASA Form 1763 for employees.
- Q. Can additional performance standards be added to the SHE element and/or performance elements such as Communications, Collaboration and Teamwork, etc.?
A. Yes, supervisors are encouraged to add standards that are appropriate for the specific responsibilities of employees. The standards contained in the NASA forms and SHE elements are minimum requirements. Supervisors can also add additional performance elements that are specific to and appropriate for the employee's position.
- Q. Is an Individual Development Plan (IDP) required?
A. Yes, this is an MSFC requirement and HS40, OHC Training and Incentives Office, is the organization that is the lead in this area. Please contact your organization's HS40 representative for information.
- Q. Is the Safety Health and Environmental (SHE) element required?
A. Yes, this element is required by Dave King's letter dated 9/13/2006
- Q. Is the SHE element critical?
A. Yes, see the Dave King letter dated 9/13/2006
- Q. Are there any other requirements in the letter?
A. Yes, there is a required performance standard for both employees and supervisors.
- Q. How many employee performance elements must be critical?
A. As a minimum, Element 1 and the SHE element. All others are discretionary.

- Q. Where is the guidance for rating employees on detail/matrix assignments and situations where the employee has had more than one supervisor during the rating period?
- A. Guidance for rating employees on detail/matrix assignments is contained in NPR 3430.1C, section 5.5. Guidance for rating employees who have had more than one supervisor during the rating period is contained in NPR 3430.1C, section 5.6.
- Q. When is a Reviewing Official's signature required on the final evaluation?
- A. The Reviewing Official is required to sign final evaluations of Unacceptable, Needs Improvement, and Distinguished.
- Q. Are there "quotas" for Distinguished ratings?
- A. No
- Q. When is a final rating marked "Unacceptable?"
- A. When any critical element is rated "Fails to Meet"
- Q. What is the impact of an "Unacceptable" rating?
- A. The employee will be placed on a Performance Improvement Plan and will not receive any Within Grade Increase that may be due and the employee is not eligible for a performance award.
- Q. If a Within Grade Increase is denied, when is the employee eligible for the increase?
- A. The increase can be granted when the performance is raised to the Fully Successful level and the increase is not retroactive.
- Q. When is a final rating marked "Needs Improvement?"
- A. When any (non-critical or critical) element is rated below "Meets Expectations." However, in the case where a critical element is rated "Fails to Meet" then the summary rating is "Unacceptable." Please refer to NASA Forms 1762/3 instructions for further definition.
- Q. What is the impact of a "Needs Improvement" rating?
- A. The Within Grade Increase is denied and the employee is not eligible for a performance award; the employee is not placed on a Performance Improvement Plan.
- Q. What steps should a supervisor take when an employee is rated "Needs Improvement?"
- A. As stated above, a PIP is not developed; however, there is a process being developed to guide supervisors through "next steps" suggested to bring an employee's performance up to the Fully Successful level.

Q. Who is eligible to receive a performance award?

A. The receipt of an award is not an employee entitlement; however, any employee who receives a performance summary rating of “Distinguished,” “Accomplished,” or “Fully Successful” is eligible for a performance-based monetary award and/or non-monetary recognition.

Q. When is a QSI awarded?

A. An employee who receives a Distinguished rating is eligible for a QSI; however, all performance awards are initiated by the supervisor. The receipt of a Distinguished does not mean an employee is entitled to a QSI, it merely forms the basis to justify a QSI. A QSI must be effective no later than 120 days after the end of the rating period.

Q. How often can an employee get a QSI?

A. An employee cannot receive a QSI if they have had one in the past 52 weeks.

Q. What other performance awards are available?

A. Please contact the HS40 Training and Incentives Office for information for information on performance awards.

For additional information, please see NPR 3430.1C or call Ursula Patterson at 544-7612 or Dana Blaine at 544-7514.